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CHAPTER 7

ESTABLISHMENT, DISESTABLISHMENT, AND MODIFICATIONS
TO ACTIVITIES AND/OR COMPONENTS

700. Establishment. References (u) and (v) provide specific guidance and procedures for establishing new activities and/or components (detachments and units) for Navy operating force or shore establishments respectively. Components are organizational entities relying on a parent activity for administrative support. Component activities not requiring a "title of authority" do not require official approval from CNO for establishment. Echelon 2 commands have the authority to establish components internal to their organizational structure as discussed in references (u) and (v).

1. Titles of Official in Charge. Assignment of "titles of authority" such as commanding officer, officer in charge, and petty officer in charge are coordinated and approved by CNO (N09B). References (u) and (v) discuss titles of officials in charge of activities and/or components.

2. UIC. DFAS controls the assignment of UICs. The UIC is the primary element of identification in the Manpower, Personnel, and Training Information Systems (MAPTIS), and is used throughout Navy financial accounting systems. NAVMAC shall obtain UICs for manpower claimants upon request. For mobilization-only activities or components, CNO (N12) shall assign and control UICs.

3. Procedures. Manpower claimants shall prepare and submit requests for establishment of activities and/or components, and include the following procedures and information:

a. Prepare and submit fact and justification (F&J) sheets to CNO (N09B) consistent with the appropriate OPNAV Instruction.

b. Apply directly to NAVMAC to establish components created by the Echelon 2 commands not requiring official CNO (N09B) approval. Components would be established for:

(1) Sea/Shore Code Requirements. Establish components within an existing parent organization to reflect a fair crediting of sea or shore duty to USN military personnel (incumbents). In such cases, forward the request to establish a component to CHNAVPERS (Pers-451) and include specific

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documentation as to the sea or shore duty aspects of the incumbent involved.

(2) Different Geographic Location. Establish components if the component will be in a different geographic location from the parent organization and day-to-day management must be shifted to within the component because of distance from the parent organization.

c. When applying to NAVMAC to establish UICs not requiring CNO (N09B) approval, the following data is required:

(1) Justification for requesting a new activity and/or component(s).

(2) Recommended full title.

(3) Recommended short title (30-character limit).

(4) Brief mission statement.

(5) Whether the activity will be a management headquarters activity.

(6) Requested effective date of manpower requirements and/or authorizations, including a statement regarding the validation of the manpower requirements.

(7) Type of activity (e.g., afloat, mobile, shore, mobilization only).

(8) Recommended PE and AGSAG codes.

(9) Manpower claimant's name and code (reference (r)).

(10) Name of TYCOM or SMC, if applicable.

(11) Exact geographic location or homeport, and

(12) for new components, first eight digits of the 10-digit activity code for the parent activity.

4. NAVMAC will provide the new UIC to the manpower claimant after entry into TFMMS. Normal processing time for updating TFMMS with new UICs is 3 weeks. Assignment of UICs is not the

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official approval of proposed activities requiring CNO (N09B) approval.

5. AMDs will be available after entry into TFMMS.

6. Once UICs are established and populated with authorized manpower requirements, additional time is required for the distribution system to fill personnel requisitions. Normally, the enlisted NMP will be generated 9 months after the effective date of the activity.

701. Disestablishment

1. Prior to forwarding a request for disestablishment to NAVMAC, manpower claimants shall:

a. Request approval from CNO (N09B) for activities and/or components established per references (u) and (v).

b. Upon official approval, submit an AMD Change Request referencing the Office of the Chief of Naval Operations Notice (OPNAVNOTE) for justification of disestablishment, and delete transactions for all manpower requirements, manpower authorizations, activity headers, billet notes, and all remaining end strength.

2. The effective date of deletion shall not be earlier than the effective date of disestablishment.

3. CNO (N12) shall provide final UIC disestablishment when the personnel diary of the activity is empty.

702. Modification. Manpower claimants must obtain CNO (N09B) approval for requests to modify activities and/or components established per references (u) and (v), prior to forwarding an activity modification request to NAVMAC.